Dealer License Process Flowchart

(For Original Applications Only)

APPLICATION REQUIREMENTS

Submit the following:

- 1. Preliminary Education certificate. * ***
- 2. Examination Applicant Receipt (must have a minimum score of 70%). *
- 3. Complete form HCD OL-12.
- 4. Complete form HCD OL-21.
- 5. Complete form HCD OL-28.
- 6. Complete form HCD OL-29. *
- 7. Complete form HCD OL-50.
- Complete form HCD 8016 *
 Note: If exempted from Live Scan by DOJ, fingerprint cards issued by HCD may be used.
- 9. Complete form HCD Form 1. ****
- 10. One (1) Office Exterior Photo.
- 11. Two (2) full facial photos. *
- Articles of Incorporation / Organization or partnership agreement. **
- If selling new MHs or MUMHs, then a Letter of Authorization is required from the manufacturer(s).
- Sample of sales documents such as Purchase Orders, Conditional Sales Contracts, Security Agreements and Receipts for Deposit, used for the sale of MH's, MUMH's, mobilehomes and/or CM's.
- 15. List of all salespersons that will be employed by the applicant.
- 16. \$1,164 license fee (for each location).
- \$250 MHRF Fee (\$100 for each additional location). ***
- 18. \$13 Applicant Verification Fee. ****

*Required for each person who participates in the direction, control or management of the sales operation.

**Requires information from the California Secretary of State and if applicable certified fictitious business name verification from the approving agency.

***Not applicable for commercial modular only applications.

****Required only for individual ownership type businesses, unless already paid to the department under another license or approval.

Note: This is a basic flow chart of the typical license process. However, depending on the application, the process may vary.

APPLICATION REVIEW

The PT does a thorough review of the application for completeness and enters personal and, business information into the database system. Fees are verified.

CLEARANCE REVIEW

- Any criminal convictions, felonies and / or misdemeanors that are crimes of "moral turpitude" are reviewed.
- Experience and education are verified.
- License history; license disclosures are reviewed.
- 4. Any outstanding civil issues reviewed.

APPLICATION APPROVAL

may be issued, pending HCD's

criminal record information.

If the application meets all the basic

requirements, a "Temporary Permit"

background investigation and DOJ's

APPLICATION INCOMPLETE

Examples of possible deficiencies are:

- 1. Missing information
- 2. Missing documents
- 3. Inadequate information
- 4. Missing signatures / dates
- 5. Inadequate fees
- 6. Returned checks
- 7. Inadequate experience / education

Note: The PT advises the applicant of application deficiencies in writing. Once the deficiencies are cleared, the review process continues.

QUESTIONABLE APPLICATION

Application is reviewed by lead PT, PT supervisor, case manager, and/or the program manager if necessary.

PROBATIONARY LICENSE

Application is reviewed by lead PT, PT supervisor, case manager, and / or the program manager and is deemed eligible for a probationary license, in lieu of being refused. Probationary status will be in effect for at least the first 2-year license period.

APPLICATION REFUSED

A refusal letter will be sent to the applicant, identifying the reason for the refusal.

ADMINISTRATIVE HEARING

Applicants may request a hearing in writing, within 60 days after being issued a probationary license or upon having their application refused.

LICENSE ISSUED

The license is issued for 2 years, which includes the temporary permit time.

LEGEND

CM = Commercial Modular

DOJ = Department of Justice

HCD = Department of Housing and Community Development

MH = Manufactured Home

MHRF = Manufactured Home Recovery Fund

MUMH = Multi-Unit Manufactured Home

OL = Occupational Licensing

POB = Place of Business
PT = Program Technician